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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 October 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 41, Week of 1 - 7 October 1957

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1. Numbers in Clerical Induction Training. During the week of 1 October there were [ ] people in Clerical Induction Training. Of these [ ] were entering for the first time.

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2. Numbers in Clerical Orientation Training. There were [ ] people in Clerical Orientation for the week of 1 October.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 1 October were as follows:

	Tested	Qualified
Shorthand	[ ]	[ ]
Typewriting		

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4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 7 October were as follows:

	Tested	Qualified
Shorthand	[ ]	[ ]
Typewriting		

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5. Cancellation of "Early Bird" Typing Class. [ ] notified the Registrar that because of staff shortages in Clerical Training, it would not be possible to conduct the regularly scheduled Fall running of the Non-Clerical Basic Typewriting Course. It is anticipated that the course will be conducted in approximately March of 1958, however.

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6. Postponement of Special Training Classes at [ ] discussed with [ ] of FDD/OO the necessity for postponing the conducting of a typewriting class for professional personnel as well as a proposed English Usage course at [ ] at this time. It is hoped that the requests for these special courses can be honored early in 1958.

[ ]

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